



Friends of Scouting Audit Form

Completion Instructions:

1. Record amount of donation under the method of giving.
2. Each card should include unit number and type of unit, donor name, address, phone number, donor signature.
3. Use paper clip to attach cash or check to pledge card.
DO NOT STAPLE CHECK TO PLEDGE CARD
4. For Online donations made during presentation, indicate this on the pledge card.
5. Refusal, deceased, moved, etc., should be noted on card but omit from audit form.
6. Bundle together pledge cards that include payments separate from pledges only.
7. Turn envelope into Campaign Manager within **72 hours**.
8. **White Copy** stays with all pledge cards and payments in envelope.
9. **Yellow Copy** stays with Campaign Manager for their records.
10. **Pink Copy** stays with presenter/worker.

Family FOS

Unit Number: _____
Pack Troop Crew

Presentation Date: _____

Unit goal: Base \$ _____

Stretch \$ _____

District: (please circle one)

Gathering Waters	Hiawathaland
Voyageur	Twin Lakes
Kettle Country	Lakeshore
Ledge to Lakes	Northern Lites

Make checks payable to: Bay-Lakes Council

Name	Pledge (bill later)	Credit Card	Cash Amount	Check		Online donation*	Comments & Recognition Item
				Amount	Check Number		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
Total by donation method		\$	\$	\$	\$	\$	
Total for this page							\$
Grand total for unit (enter on final page only)							\$

Notes: * If possible, verify at presentation that this was done.
DO NOT include Employer Matching Gift. Matching gifts will be accounted for when payment is received from employer at Center for Scouting.

Presenter / Worker

_____ Sign Name

_____ Print Name

Page ____ of ____

For Staff Use Only

Cash total \$ _____

Check total \$ _____

Pro reviewing _____

Date Processed _____

Processor Initials _____

Spreadsheet updated _____